

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 2/28/2018
Program Name: TURA
Location/Address: 100 Cambridge St Boston Ma. 02114

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

Current OTA information on companies is stored in multiple locations and in multiple formats. OTA is looking for assistance, using Microsoft Access to bring databases, spreadsheets and other information info in line with each other.

Description of Internship Duties:

Under the supervision and mentorship from the Environmental Analyst, the duties would involve:

- Updating current data base with needed information
- Create “canned” make the data more searchable.
- Creating and/or updating forms to collect information on new companies.

Knowledge and Skills required:

Strong knowledge of Microsoft Access database, including the ability to create databases, update existing databases and create forms for accurate collection of information.

Hours per week:

Negotiable